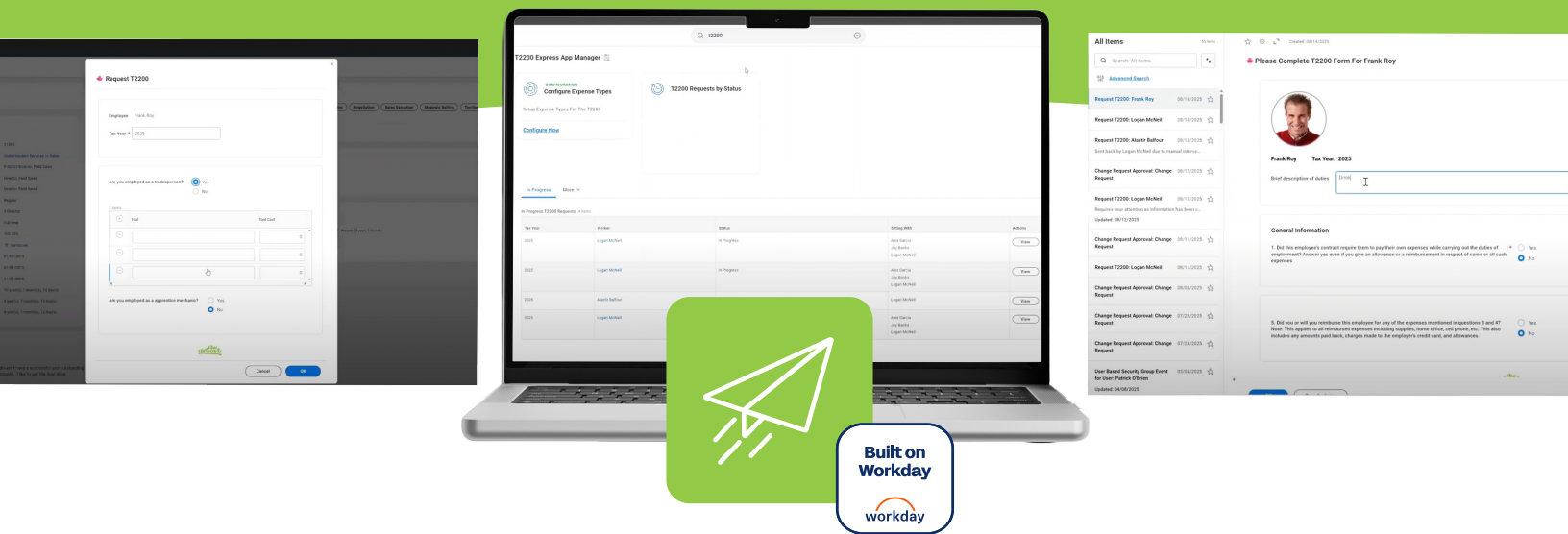




# T2200 Express Powered by The Groove

Automate the entire T2200 process directly within Workday. Employees initiate self-service requests, CRA-required fields guide administrators, and completed forms are automatically generated, digitally signed, and securely stored on the employee record. Replacing manual tracking with a Workday-native workflow reduces administrative burden, improves accuracy, strengthens compliance, and enhances the employee experience.



## Key features



### Employee-Initiated Requests

Employees submit T2200 form requests within their Workday profile.



### Streamlined Admin Workflow

Guided steps for completing CRA-required fields ensure accuracy and consistency.



### Automated CRA Form Generation

Official forms are pre-populated, digitally signed, and ready for employee use.



### Secure Document Storage

Completed forms are stored on the employee record for easy access and compliance tracking.



### Configurable Expense Categories

Tailored categories and eligibility settings match organizational policies.



### Smart Notifications & Alerts

Automatic updates keep employees and admins informed at every step.



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## The benefits



### Eliminates Manual Workarounds

Replace spreadsheets, emails, and adhoc processes with an automated, Workday-native workflow.



### Saves Time and Costs

Reduce the hundreds of hours payroll and HR teams spend manually tracking and completing forms, freeing resources for more strategic work.



### Improves Accuracy & Reduces Compliance Risk

Ensure CRA-required fields are completed consistently and maintain audit-ready documentation, minimizing errors and non-compliance risks.



### Enhances Employee Satisfaction

Deliver timely, accurate T2200 forms so employees can confidently file taxes and claim eligible deductions promptly.



### Increases Efficiency & Visibility

Centralized dashboards and automated notifications keep employees and administrators aligned, minimizing delays and miscommunication.



### Delivers Seamless Workday Integration

Leverage Workday-native workflows, security, and storage—no external tools required.

## Who it's for



### Payroll Managers & Administrators

Automate T2200 form creation and tracking, guaranteeing accuracy and saving valuable time.



### HR & HRIS Teams

Standardize workflows and simplify coordination so processes are consistent and aligned with company policies.



### Finance & Compliance Teams

Access audit-ready documentation that lowers compliance risk, streamlines reporting, and improves oversight.



### Employees

Easily request and access T2200 forms in Workday, providing timely, accurate documents to support tax deductions.

## Why The Groove

The Groove is a Built on Workday Innovation Partner that delivers high-quality, innovative products for Workday customers and partners. As a trusted Workday Services Partner with a team that has experience serving 1,500+ clients, we offer strategic planning, organizational readiness, full platform deployments, and ongoing support.

### Find T2200 Express Powered by The Groove in the Workday Marketplace.



Contact Noelle McChristian  
at [nmcchristian@thegroove.io](mailto:nmcchristian@thegroove.io)  
to schedule a demo.